

Grant Application Form

For a School-Based Computer Lab and Internet Community Center (CLICC) Program:

Submit this Form to TRR before: **4pm Friday 18th of July 2014**

Section 1: CONTACT INFORMATION

1.1 Name of School: _____

1.2

Address:	Village/Town	Island:	Province:
Main contact person:	Main phone number	Mobile number(s)	Email address
Back up contact person	Main phone number	Mobile number(s)	Email address

Section 2: SCHOOL INFORMATION *(Please tick ✓ appropriate box where applicable)*

2.1 Year levels covered by the school: Years _____ to _____. Additional (if any) _____

2.2 Type of school & Language of communication

2.2 a. Anglophone Francophone Bilingual Other *(if other, please specify):*

2.2 b. Government School Private School *(if Private School please describe):*

2.2 c. Boarding only Non boarding only Both Others
(if Others please describe): _____

2.3 Vital Statistics

Total number of students	Total number of staff	Total population of school
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2.4 Does the school have a school council? Yes No

2.4 a. If yes, please complete the table below:

Number of Committee Members	How committee & chair is elected	Number of meetings per year

IMPORTANT ADDITIONAL REQUIREMENTS

Please attach the following background information to this application in the Annexes:

1. Sketch of the existing school layout, showing the buildings, the proposed CLICC location, the directions of N/E/S/W, the direction of the nearest cell tower, the nearest coastline, and the nearest road. (Annex 2)
2. A breakdown of funding match provided by the School and/or community as in-kind support to the CLICC program (Annex 3) – Refer to Qs 3.1a
3. Plan to manage operational costs to maintain and sustain the facility after its setup. (Annex 4) – Refer to Qs 3.2
4. If possible, several photos of the school and of any existing computer lab. (Annex 5)
5. If there is an existing computer lab, attach a sketch of it, showing the location of existing power points, ceiling fans or air conditioning units (if any) and the dimensions and shape of the room in meters. (Annex 6)
6. Attach proof of landownership of the proposed CLICC site (Annex 7) – Refer to Qs 6.4

Section 3: COST SUMMARY

3.1 How much funding match will be provided by the school in ‘soft-match’ (by volunteer efforts, local materials, labor, uncharged time of teachers and administrators, etc) in support to the program?

3.1 a Please attach a detailed listing of the funding match provided by the school (a sample form is attached in Annex 3).

3.2 Considering that the CLICC program will be setup by a **one-time grant** to schools, what are your plans in ensuring future operating costs of the CLICC are met by the school. Please describe and add attach your plan as Annex 4 to this form.

(Note that schools that will raise substantial “match” themselves will be rated higher than other schools, all else being equal.)

Section 4: COMMUNITY SUPPORT AND ACCESS (Please tick ✓ appropriate box where applicable)

4.1 Is the community actively involved with the school? Describe:

- 4.2 Are the school, principal, teachers, parents, local chiefs, churches and community willing to commit to raising funds to help match the grant? Yes No
- 4.3 Identify and list local small, medium or large businesses which are excited about this idea and request them to provide a written description of how they would use the computer lab/community center to generate local business and employment: *(Provide list below and attach their written description to this application).*
- 4.4 Are you willing to open the school-based computer lab to the community after school during the week, on weekends, and during school holidays? Yes No
- 4.5 Describe how you would make sure this happens for many years to come, without any additional government aid or support:
- 4.6 What is the name of closest village from school and how far in kilometers is it? _____
- 4.7 How would goods like computers be shipped to the school (for example, “shipped to provincial center X, then by road to Y, the by small boat to Z”). Describe:
- 4.8 How will you use the new CLICC and its resources to create new content (educational material, cultural documentation, etc.) in local language and in Bislama?
- 4.9 How will you ensure teachers and students are actually creating new Vanuatu-specific educational content?
- 4.10 Are there security or other concerns with setting up a community facility in the school? Yes No
4.10 a. If yes, how will you deal with this?
- 4.11 If you get the computer lab, would you require all or some of the students in the school to attend computer classes? All Some
4.11 a. Describe how you would use it in terms of the student population, and which year groups would be involved.

Section 5: ACCESS TO COMMUNICATIONS (Please tick ✓ appropriate box where applicable)

- 5.1 Does your school have access to the Internet now? Yes No
- 5.1 a. If yes, how many days per month does this access work? _____ days per month
- 5.1 b. If yes, are students now allowed access to the Internet? Yes No
- 5.2 Does the school have good mobile coverage, such that you can get reception for voice calls inside the building? Yes No
- 5.2 a. If no, can you get mobile coverage when right outside the school's buildings? Yes No
- 5.2 b. If no, how far do you have to go to get good mobile (voice) reception? _____ Kilometers
- 5.3 Which mobile provider(s) give you service in and near the school?
 Digicel TVL Other (describe) _____ None
- 5.4 Where is the nearest mobile tower? _____
- 5.4 a. Who owns the tower? Digicel TVL Other (describe) _____
- 5.4 b. About how many kilometers away? _____

Section 6: LAND ISSUES (Please tick ✓ appropriate box where applicable)

- 6.1 Are there any land, labor, inter-village or other disputes going on that will or might affect this project?
Yes No If yes, describe:
- 6.2 Who owns or leases the land on which the school and CLICC is to be located?
- 6.3 What is the land title number?
- 6.4 Please separately attach to this application proof of land ownership and confirmation of no disputes related to the school compound and location of CLICC. (Annex 7).

Section 7: SPACE AND LAB (Please tick ✓ appropriate box where applicable)

- 7.1 Is there a room in the school you can set aside for a computer lab? Yes No
- 7.1 a. If yes, is it secure and safe from theft, insects, lizards, and other pests? Yes No
- 7.1 b. What are the room's dimensions? Length____(m), Width____(m), Height____(m)

- 7.2 Please attach to this application (Annex 6), a sketch of the room set aside for a computer lab, showing location of existing power-points(if any), ceiling fans/air condition units(if any), number and type of windows, etc. Also include plans (if any) to be taken by the school, to ensure that the room is safe and secured.
- 7.3 Does the school have an actual functioning computer lab now? Yes No **(If 'No' proceed to 7.6)**
- 7.3 a. If yes, describe the lab and its status and problems:
- 7.3 b. If yes, how many computers are there? _____ How many are working? _____
- 7.3. c. Of the working ones, how many are laptops: _____ and how many are desktops: _____
- 7.4 Who repairs the working computers now?
- 7.5 What computer courses do you currently offer (2014) to your students? Please List:
- 7.5 a. Are the courses required? Yes No
- 7.5 b. Do your students pay extra for these courses? Yes No
- 7.5 c. If so, how much per term? _____ Vatu per student
- 7.6 If your school is selected, how would you store and manage your spare computer parts and equipment? (describe):
- 7.7 In addition to or in place of the computer lab, would you plan to put any computers accessible to students in the school library? Yes No
- 7.7 a. If yes, describe:

Section 8: POWER

(Please tick ✓ appropriate box where applicable)

- 8.1 How does your school currently get electrical power? UNELCO Generators Solar
Other (describe) _____
- 8.2 ANSWER THE FIVE QUESTIONS BELOW ONLY IF YOU USE **A GENERATOR** AS YOUR MAIN SOURCE OF POWER
- 8.2 a. If you use a generator regularly, what size is it (in kVa output)? _____ kVa
- 8.2 b. How old is the generator, in years? _____ years or _____ running hours (if available)
- 8.2 c. How many hours a week do you use the generator? _____ hours per week
- 8.2 d. How many times per month does your generator stop working? _____
- 8.2 e. Who is currently maintaining the generator? _____

8.3 ANSWER THE QUESTIONS BELOW ONLY IF YOU USE **SOLAR POWER** AS A SOURCE OF POWER

- 8.3 a. If you use solar power regularly, what is the wattage per solar panel? _____watts
- 8.3 b. How many solar panels are installed and working? _____
- 8.3 c. How many solar batteries are there? _____
- 8.3 d. What is the nominal voltage and Ampere hour(Ah) rating per battery? _____volts _____Ah
- 8.3 e. For how long did you use the solar power system? _____ (years)
- 8.3 f. How many hours a week do you use solar power? _____
- 8.3 g. What percentage of time does the solar power not work properly? _____%
- 8.3 h. What is the power rating of your inverter? Wattage _____
- 8.3 i. Is it a "Pure Sign Wave" inverter (This is written on the side)? Yes No

Section 9: HUMAN RESOURCE CAPACITY (Please tick ✓ appropriate box where applicable)

- 9.1 How many staff are currently working at the school? Teachers _____ Admin staff _____
- 9.2 The CLICC program will need on-going support from persons who can repair and maintain the equipment. How will you provide this support over the next several years?
- 9.3 Do you currently have an ICT (Information and Communications Technology) teacher or technician in the school? Yes No
- 9.4 Is the technician or teacher dedicated full time to computer classes and supervising lab operations? Yes No
- 9.5 How will you provide ICT support when primary ICT staff is unavailable such as during weekends or holidays?
- 9.6 Do you currently have a maintenance agreement with a nearby ICT maintenance person or company? Yes No If Yes, please provide contact details:
- 9.7 About what percentage of the students in your school now are "computer literate" (meaning "able to turn a computer on and off, use a mouse or track pad and keyboard, write a short document, send an email, search the Internet, navigate the computer file system, and install software")? _____%

Section 10: CONTROL OF FINANCES

- 10.1 Who in the school or community will be signing the contract with TRR regarding the commitment to the project? (This will preferably be the Principal, Chairman of the School Council and an involved Community Leader. These can be the same people as listed at the beginning of this application as the Contacts.)

Name: _____ Title: _____ Organization: _____

Name: _____ Title: _____ Organization: _____

Name: _____ Title: _____ Organization: _____

- 10.2 Does your school or village already have a bank account, Bursar or Financial Officer, and a Finance Committee or similar to control the school finances? Describe and include contact information:

- 10.3 If some of the grant money comes through your finance system, what financial controls would be in place to ensure the money goes only to the project?

Section 11: OVERLAP WITH TABLETS FOR STUDENTS (TFS) PROGRAM

(Please tick ✓ appropriate box where applicable)

- 11.1 TRR will also launch a Tablets for Students (TFS) program to distribute tablets to successful schools. Schools interested in getting some of these tablets will need to submit a separate application. Is your school planning to submit an application to get tablets? (Note: Tablets are flat. Small computers that operate by touching the screen) Yes No

Section 12: MONITORING AND EVALUATION (M&E)

(Please tick ✓ appropriate box where applicable)

It is important to the CLICC program that the effort be monitored and evaluated. Your school will be required to submit a quarterly report showing at least the following items: (a detailed M&E form will be provided later to successful schools)

- Progress in CLICC construction and installation
- Finance reports – expenses and sales
- Hours open to the public
- Usage of the CLICC by the students, staff, public
- Evidence that local businesses are using the CLICC
- Local content created
- Outreach efforts to the community
- Lessons learned
- Etc.

- 12.1 Do you have a staff member who will be able to fill out such a report in a timely manner? Yes No

12.2 Can you think of other evaluation measures that the program should use? Describe:

Section 13: OTHER INFORMATION

13.1 If you wish, you can provide additional information to help us understand your proposal and attach it to this application. *(Ensure to list the attachments (if any) in the space provided below).*

Section 14: GETTING HELP IN FILLING OUT THIS APPLICATION FORM

14.1 You are welcome to get assistance in filling out this form. Some suggestions:

Principal Education Officers (PEOs)

Name	Province	Email	Contact
Dick Hopkins	Torba	hdick@vanuatu.gov.vu	5342877
Thompson Wari Paul	Sanma	twari@vanuatu.gov.vu	5465348
Helen Vusi	Penama	hvusi@vanuatu.gov.vu	5955814
Renjo Samuel	Malampa	rsamuel@vanuatu.gov.vu	48419 / 7794760
Elmo Joseph	Shefa	ejoseph@vanuatu.gov.vu	24949 / 5640173
Naken Nathaniel	Tafea	nnathaniel@vanuatu.gov.vu	8259 / 554328

Others

Name	Organization	Island Location	Contact
Bosco Boukone	**AUF	Efate	24264 / 5977963
Amanda Russell	* PCV	Tongariki	5985975
Denis Hart	PCV	Tanna	5985337
Jennifer Green	PCV	Tanna	5985972
Jessica Geraci	PCV	Santo	5985341
Ken Kapoor	PCV	Efate	5985976
Lynn Arsenault	PCV	Emao Island - North Efate	5985440
Lynn Overmyer	PCV	Epi	5985978
Michael Hawkins	PCV	Santo	5985971
Michelle Kenney	PCV	Epi	5985437
Michelle Wong	PCV	Ambae	5985334
Molly Geiser	PCV	Epi	5985435
Peter Arete	PCV	Aneityum	7798537
Richard Gornall	PCV	Santo	5355905
Sara Barr	PCV	Malekula	5985327

*PCV: Peace Corps Volunteer

**AUF: Augence Universitaire de la Francophonie

TRR Contact:

Alma Wensi & Jeffrey Tila (UAP Project):

Email: almawensi@trr.vu

jeffreytila@trr.vu

Phone: 27621 / 27487

Other Schools:

You may also seek assistance from schools that have setup and operate a computer lab. Here are some examples: Epi High School, Onesua College, Rensarie College, Erakor Primary School, Orap, Lycee de Melsisi, Malapoa College, Tautu Primary School, College Technique de Lowanatom, Hog Harbour Primary School, etc.

14.2 Please list here the authors of this proposal, including any assistance you have received:

Name: _____ Title: _____ Organization: _____

Contact: _____

Name: _____ Title: _____ Organization: _____

Contact: _____

Name: _____ Title: _____ Organization: _____

Contact: _____

ANNEX 1: Checklist*(Please tick ✓ box where Application is Checked and Completed)*

Section	Completed?
Section 1: CONTACT INFORMATION	Yes <input type="checkbox"/>
Section 2: SCHOOL INFORMATION	Yes <input type="checkbox"/>
Section 3: COST SUMMARY	Yes <input type="checkbox"/>
Section 4: COMMUNITY SUPPORT AND ACCESS	Yes <input type="checkbox"/>
Section 5: ACCESS TO COMMUNICATIONS	Yes <input type="checkbox"/>
Section 6: LAND ISSUES	Yes <input type="checkbox"/>
Section 7: SPACE AND LAB	Yes <input type="checkbox"/>
Section 8: POWER	Yes <input type="checkbox"/>
Section 9: HUMAN RESOURCE CAPACITY	Yes <input type="checkbox"/>
Section 10: CONTROL OF FINANCES	Yes <input type="checkbox"/>
Section 11: OVERLAP WITH TABLETS FOR STUDENTS (TFS) PRO	Yes <input type="checkbox"/>
Section 12: MONITORING AND EVALUATION (M&E)	Yes <input type="checkbox"/>
Section 13: OTHER INFORMATION	Yes <input type="checkbox"/>
ANNEX 1: Checklist	Yes <input type="checkbox"/>
ANNEX 2: Sketch of the School and Surrounding area	Yes <input type="checkbox"/>
ANNEX 3: 'Soft-Match' Funding breakdown	Yes <input type="checkbox"/>
ANNEX 4: Sustainability Plan	Yes <input type="checkbox"/>
ANNEX 5: Photos of the School	Yes <input type="checkbox"/>
ANNEX 6: Sketch of Computer Lab	Yes <input type="checkbox"/>
ANNEX 7: Proof of Land Ownership	Yes <input type="checkbox"/>

ANNEX 2: Sketch of the School and Surrounding Area

ANNEX 4: Sustainability Plan

ANNEX 5: Photos of the School

(if available)

ANNEX 6: Sketch of Computer Lab

(or Sketch of proposed room set aside for a computer lab)

ANNEX 7: Proof of Land Ownership